

**TOWN OF WEBSTER**  
**Office of Selectmen**  
**945 Battle Street/Rte. 127**  
**Webster, NH 03303**

6:35 PM Selectmen's Meeting – August 6, 2012

Selectmen present: Chairman George Cummings, Selectman Bruce Johnson and Selectman Roy Fanjoy

The Board signed the following for Administrative Assistant Judith Jones:

- Selectman Fanjoy made a motion to accept the Selectmen's Minutes of July 23, 2012 as written; seconded by Selectman Johnson and approved.
- Selectman Fanjoy made a motion to accept Session 1 Non-Public Sealed Minutes of the Selectmen's Meeting of July 23, 2012 as written; seconded by Selectmen Johnson and approved.
- Selectman Johnson made a motion to accept Session 2 Non-Public Sealed Minutes of July 23, 2012 as written; seconded by Selectman Fanjoy and approved.
- Application for Current Use for Patricia Mantini – Map 3-111. This application was made and filed, at the Town's expense, in order to have a record of this map and lot at the registry of deeds though the property has been in Current Use since 1979.

The Board signed the following for Financial Administrator Wendy Pinkham:

- Purchase Order #18 for the Cemetery to Perry Brothers Monument Co. for the restoration/repair of headstones at Corser Hill Cemetery in the amount of \$3,000 (note \$1,000 is to come from encumbered monies). There was discussion regarding the possible expenditure of the "Perpetual Care" funds established and invested under the "Common Trust". Currently only the interest is spent at the end of each calendar year. Some thought that it would be possible to spend some of the money through a Warrant Article at Town Meeting. Mrs. Jones will research any possible use of the perpetual funds and report to the Board of her findings.
- Purchase Order #19 for the Highway Department to Jordan Equipment Co. for tines for the yoke rake in the amount of \$764.64. Road Agent Emmett Bean advised that this was for a full replacement set of tines, indicating that it made a huge difference in the performance of the rake.
- Purchase Order #20 for the Highway Department to Jordan Equipment Co. for cutting edges in the amount of \$1,892.39.
- A request for vacation leave for Mrs. Pinkham for several intermittent days off over the next three weeks.
- Intent to Cut for Gary Crooks – Map 2-26-1. Road Agent Bean, after meeting with the logger to complete a "temporary driveway permit", requested that two signs be used to be put up on each side of the sharp corner to warn of entering traffic caused by the logging trucks. Mr. Bean requested Mrs. Pinkham to make note of this request on the Intent, which she will do. Chairman Cummings recommended a third sign be placed after the hill approaching the corner, though he agreed with Mr. Bean that speeding has improved since warning signs were placed in that area.
- Intent to Cut for Pillsbury Lake Water District – Map 10-6-6; 10-11 and 9-6. Mrs. Pinkham advised that there had been a temporary logging intent filed, but they could not meet the August 15<sup>th</sup> deadline, so have filed a "Report of Cut" for the logging done to date and are now filing this new intent for the next logging year.
- Intent to Cut for Martin Bourque – Map 4-13.
- Intent to Cut for Dave Herrick – Map 4-9. A permit and extension had been filed for this, but was not used. They are now filing this new intent for the next logging year.
- Intent to Cut for Mark Phillips – Map 5-62.
- Deputy Warden Appointment Form for "Jake" Robert Drown III. Selectman Johnson inquired about the necessity of the Deputy Wardens taking the oath of office as stated on the form, as the Board recently approved to discontinue the swearing in or filing of appointment cards by the Town Clerk for Fire Department Members. Mrs. Pinkham advised that the Fire Warden forms received indicated that the oath of office was to be administered by a Justice of the Peace, which she did for Rob Wolinski this week. The form indicated that a copy was to go to the Town Clerk and one mailed back to DRED, noting that it was done appropriately for Mr. Wolinski. A list of Wardens was attached to the letter for Mr. Wolinski's review and a copy of this was cc'd to the Board. Mr. Wolinski has already removed one person at that person's request. The remaining Wardens will be able to be sworn in when appointed by either Mrs. Pinkham or Mrs. Jones, as both are a Justice of the Peace.

Selectman Fanjoy inquired as to whether Mrs. Pinkham had talked to the logger doing the operation on Mutton Road. She had been referred by Jeff to Patrick, but had not yet returned her call. She indicated that Jeff didn't know the status but assumed that the operation for McPherson's was completed, though he did not know about Rouleen William's cut, which was the reason for the referral to

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Patrick. Selectman Fanjoy said that the logging road was to be reclaimed after completion of the operation and he was uncertain whether they were finished or not. Road Agent Bean had checked the road and was giving them time to do as requested. It was noted that the logger had done a nice job to prevent washouts from the rain. Mr. Bean then thanked Selectman Fanjoy for his help.

The Board discussed the letter from Rymes regarding the removal of the propane and tanks as the Town has now switched to Huckleberry Propane in Boscawen. New tanks have been set and filled at the Town Hall and the Public Safety Building. They discussed the contract with Rymes and the reimbursement that they were offering for the propane. It was noted that the Town did not use the number of gallons last year as listed on the contract. Rymes is proposing to pay the new pricing, which is much less than paid, as well as asking for the labor cost to remove the propane left in the tanks to be picked up. There are a total of three tanks, with approximately 2,220 gallons. Rymes' point is that they can buy propane in bulk at a far cheaper price than that paid by the Town last year. There was discussion on possible solutions. The final decision was to contact Huckleberry about the possibility of transferring the propane from Rymes tanks into Huckleberry's tanks when needed. There was discussion on the pre-buy and how it works. This will be on the next agenda for further discussion.

Police Chief Robert Dupuis advised the Board of the following:

- Reminded everyone of the blood drive to be held Saturday at the Town Hall, encouraging participation.
- Time did not allow him to prepare the stats for the last two weeks, but will they will be available at the next meeting.
- There was a fatal accident last night, which will require an "autopsy" on the vehicle involved that will cost approximately \$50 per hour with an anticipated 3-4 hours labor involved, which will be billed when done. A purchase order will be requested if needed. He advised that an officer will attend the "autopsy" to take pictures during the process. The purpose is to help determine the cause of the accident and determine if there was an issue with the vehicle.
- A canine team will do a demonstration during Old Home Day; an armored car, accompanied by a Member of the Central NH Special Response Team, will be on display for a while so the kids can go through it; and a Sheriff's Officer will bring the prisoner van to be on display.
- Fish & Game called Chief Dupuis to take care of a suspected rabid animal in the Pillsbury Lake District as they were not available to take care of it. He wanted folks to be on the alert because of this. Chief Dupuis has the animal in the trunk of the cruiser to be taken to an incinerator for disposal. There was no reason to test the animal for rabies.
- He requested a non-public session regarding personnel issues at the end of the meeting.

Fire Chief Colin Colby advised the Board of the following:

- There have been 87 calls to date that included medical calls, motor vehicle accidents and a lightning strike.
- The Board signed purchase order #19 for the Fire Department to Vidacare Corporation for an EZ-IO – IV Needle Access Device plus S/H in the amount of \$1,127.95. He explained that the department dropped down from a paramedic level ambulance when Deputy Chief Adam Pouliot left, to an intermediate level ambulance. He noted that by the end of the year it will be necessary to have an EZ-IO as part of the required equipment to keep the ambulance license. Selectman Fanjoy explained that this unit allows for an emergency line to be put directly into the bone without the use of an IV, noting that there were several types, allowing for fluids, etc. to be administered. He advised that it was quicker than an IV and easier than other methods used earlier. There are a few EMT's on the Department that want to upgrade their status, but right now this purchase is necessary to keep the ambulance certification. The other device needed by the end of the year is a C-PAP machine, but Chief Colby is waiting for prices. Selectman Fanjoy advised that a C-PAP is a continuous pressure breathing device, giving a constant air flow, to help prevent respiratory arrest, further explaining some of the other benefits. Chief Colby advised that everything else on the ambulance is up to standards, but these items are needed by the end of the year to continue the license certification for the ambulance. Mrs. Pinkham noted that it may be necessary to take funds from another source other than medical supplies to cover the expenses. Chairman Cummings was not certain that these items came under supplies, with Mrs. Pinkham explaining that there are only two line items under Medical – training and supplies. There is a Capital Reserve for Medical Equipment that might be used. Selectman Fanjoy thought that people might question the expenses, but advised that Webster does and can transport if necessary, feeling that the ambulance should be kept licensed, to which the Board agreed. Chief Colby noted that at the fatality last night, the ambulance crew worked well with the Police Department, with each Fire Department Member having and performing their duty.
- Chief Colby offered to rejuvenate the lawn area at the Public Safety Building at no cost to the Town, to which the Board agreed.

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Chief Dupuis addressed issues at the Public Safety Building recommending that, before snow flies, both side entrances, as well as over the propane tanks, have a type of “dog house” built over them for protection from the falling snow and ice. This would be similar to what is over the sally port on the Police side. Chief Dupuis offered to get prices for the next meeting. Chairman Cummings said that something needs to be done about the roof as well, saying we were lucky last year with the small amount of snow and ice build-up, over the electrical panels.

Road Agent Bean advised the Board that he graded the back roads last week and put the last layer of gravel on Deer Meadow Road under the power lines so the buses will be able to turn around. A day was spent on one end of the bridge near the Pillsbury Lake Club House on Concord Drive and Bashan Hollow, raking and cleaning the ditches towards Concord and clearing out for better water drainage. Also, he talked with Bruce Davis from Allstate Asphalt. Mr. Bean will be drawing up a letter, noting that they went over the roads left to be sealed this year. He advised that after this year, there would not be any roads left to seal until some tar/shim is done. The roads planned to be sealed this year are parts of Lake Road, that portion done three years ago and that portion done by Addie Mock earlier; possibly Hollings Drive; the Battle Street end of Roby Road and the tar on Clough-Sanborn Hill Road. Chairman Cummings questioned if Mr. Bean wanted to shift the sealing budget to be used for some other things next year. Mr. Bean recommended shifting the sealing budget into some tar to do some shimming thereby saving those roads that could be saved with a shim coat. Selectman Fanjoy commented that sealing would not be beneficial for some of the roads with Mr. Bean agreeing that the Town would not get the best value if the road was already too far gone to which Chairman Cummings agreed. Selectman Johnson asked how many years before sealing would be done again. Mr. Bean said that if the money was used for an overlay on road(s) next year, then the following year those roads could be sealed. There is \$40,000 in the line for sealing this year. Mr. Bean has an estimate for the sealing of the roads of \$31,209.25. He still has to buy the sand, with an estimated 110 yards per mile needed, saying he will need nearly 200 yards for this year. There was a short discussion on possible funds remaining in the budget, with Mr. Bean indicating that it is of no real benefit to the Town to let funds go back into the general fund, which he would like to do, but noted that it would not get the Town any further ahead by doing so. No one disagreed. Chairman Cummings inquired about when the calcium was to come. Mr. Bean advised that he talked to Bruce today and the calcium in the big tank is here and that they were just waiting on the little tank and as soon as Bruce gets it, he will get it. Mr. Bean noted that Mother Nature had been good to us lately.

Treasurer Mary Smith advised that everything was good.

Marty Bender, temporary Chairman of the Agricultural Commission, said that the Commission currently has six members and would like the Board to appoint volunteer Jaye Bowe as the seventh member. He also wanted to delete the two Alternates, Lea Fallon and Kim Fortune, currently listed in the “Town Officials List” though they never should have been listed as the alternate positions was created and approved at this past Town Meeting, therefore requiring no vote of the Board to remove. Selectman Fanjoy made a motion to appoint Jaye Bowe to the Agricultural Commission; seconded by Selectman Johnson and approved. The Board signed the appointment sheet, though the expiration date will be announced at the next meeting after reviewing those with terms in order to stagger the expiration dates.

Mr. Bender advised that the Energy Committee needed to meet soon and set the date as Wednesday, August 15, 2012 at 7:00 pm. Selectman Johnson advised that he was taking Chairman Cummings position on this committee.

Selectman Johnson, having visited Selectmen's Meetings in other towns, noted at those meetings that Department Heads did not necessarily stay throughout the entire meeting. He questioned whether Webster's Department Heads stayed because it was mandatory or was if it was by choice. Chairman Cummings said that it had just morphed into this practice through time. Several Department Heads commented as to the reason for their practice. After discussion no decisions were made, though Chairman Cummings reminded that anyone could listen to the audio of the meeting on the Website, which was typically available the next day. Road Agent Bean did thank Selectman Johnson for his consideration of the time of others.

Selectman Johnson provided copies of the amended job description for the Life Safety Code Enforcement Officer. Tom Baye had made suggestions that Selectman Johnson was willing to add those if the Board desired. Chairman Cummings said that if Mr. Baye's recommendations were added, then those changes would have to be made clear through the Building Permit Application, to which the Board agreed, and of course this would be going forward. There was discussion on the criteria for railings. Ellen Kontinos-Cilley explained the difference between chair rails and stair rails, advising that the distinction could be found in the NFSA books. Selectman Johnson will work on the job description again and inquired as to how to proceed with the process for filling the position as the word has been widely published. Currently three people have expressed interest. The decision was to have Selectman Johnson contact those interested tomorrow and ask them to fill out an “Employment Application”. Mr. Bean inquired as to how the employee for this

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position would be paid and questioned the need for insurance. Chairman Cummings said that this was an appointed position. Mrs. Pinkham advised that the person typically in this position would get a 1099. There was discussion on the past practice for this position and general discussion on the position going forward with no decision made. This will be on the next agenda.

Road Agent Bean, referring to the trees he had requested that the Board check out on Detour Road, Pleasant Street and Walker Pond Roads for possible removal, said that the next morning those trees had been removed by either the utility company or Asplundt, thereby resulting in no cost to the Town. When Selectman Johnson asked if he was happy with the result, Mr. Bean noted that the landowner on the corner was looking for the wood that should have been left for the landowner. There was general discussion on the location and where the wood may have gone.

Selectman Johnson advised that the Shared Services Committee met last week with Mike O'Connor from the Department of Administrative Services. He shared that all towns may take advantage of all State contracts. He checked on some of the contracts offered saying that he wasn't sure that all the services offered would be beneficial to the Town. He read off some of those offered with input from some of the Department Heads regarding the advantage or disadvantage. Selectman Johnson advised that he was still looking into the contracted services offered, suggesting that the available contracts be checked when preparing future Purchase Orders. Mrs. Pinkham noted that there were pages of services to be checked, but felt that specific items would be easier to check on. Selectman Johnson asked if anyone took advantage of items for sale at the White Farm, where State surplus is offered and auctions were held at different times. Mr. Bean had, but noted that it was a hit or miss situation and would require frequent visits to the White Farm to take advantage of the deals as the facility is open to the public for purchases. Selectman Johnson advised that he was told that one could leave notice of a specific item and that the folks at White Farm would look for it. Mr. Bean also noted a website called govdeals.com to search for items, indicating that the White Farm was going to go this route in the near future as the auctions will no longer be held and items will be sold on line through a company through a website. Relative to shared services, Chief Dupuis inquired about joining the power companies for a break on utilities. Mrs. Pinkham advised that ResidentPower.com, available to customers of any electric company, is what was discussed with the Shared Services Committee, advising that there was now another group called ElectricityNH.com for Public Service customers only. She has saved considerably by joining this on her own and has talked to Mr. Bender, as a member of the Energy Committee, about signing the up the Town. Selectman Johnson noted that the Shared Services Committee was trying to expand on any possible cost savings to be obtained because of bulk purchases. Mrs. Pinkham talked, per Selectman Johnson's request, with Margret Warren of Salisbury regarding signing up for Resident Power, and was advised that Ms. Warren had not yet signed up Salisbury. Mrs. Pinkham noted that in the Beacon, a paper in Andover, that ADF Flooring was awarded the bid for replacement of some carpet in the Merrimack Valley School District. She then advised Mr. Bean of an ad regarding a sealed bid request for wings and will bring in the ad for his review should he be interested.

Selectman Johnson advised that the Shared Services Committee has an action plan for three items as follows:

- Employee benefits headed by Vicky Mishcon of Andover, outlining her plan of action.
- Legal Services headed by Ken Ross-Raymond of Salisbury.
- Assessing Services to consider having Salisbury, Warner, Webster, Boscawen, Hopkinton and Andover to share an in-house assessor(s). He noted that New London, Newbury and Bradford currently share two assessors at a cost savings and indicating that they are receiving better services.

He noted that though nothing has been decided he is excited at this time because there is an action plan in place. The next meeting will be in Hopkinton in September.

Selectman Johnson asked if the food pantry is under a 501-C. He was advised to contact Peg Foss, Food Pantry Coordinator for this information.

A draft of the contract for the installation of the carpet had been sent by Selectman Johnson to the other Selectmen for their consideration. After review and recommendations by the Board members, Selectman Johnson will rework the contract with the final version to be delivered to the Town Hall for signature by Chairman Cummings for forwarding to ADF Flooring for their signature. A purchase order will be needed and prepared for the next meeting. Mrs. Jones will finalize the date, tentatively set for August 24<sup>th</sup> for the installation, with the tile scheduled to be laid on August 17<sup>th</sup>. The Board discussed moving of the furniture and computers. ADF Flooring provided a cost of \$450 to move the heavy furniture, but none of the computers and smaller items or those items on the floor. After much discussion, the Board agreed to pay ADF Flooring to move the heavy furniture, with Mrs. Jones requested to get a clarification of exactly what item they would be moving, confirm the date of installation as well as advise them to use a cream color for the base-board covering. The Board will inspect the carpet for acceptance before payment is made. After discussion it was decided that the funds for the entire project would come from the Town Hall Capital Reserve. Selectman Fanjoy made a motion to withdraw \$4,640.10

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for the carpet and installation and \$450 for moving of the furniture for a total of \$5,090.10 from the Town Hall Capital Reserve established in 1991 for this purpose; seconded by Selectman Johnson and approved. The Board plans to move everything that they need to move during the week of August 20<sup>th</sup>. The Board agreed that it would be best to close the office on Friday, August 24<sup>th</sup> while the carpet is being installed. The Board felt that it was in the best interest of the Town if someone was on site during the installation; therefore Mrs. Jones plans on being available and may be relieved by a Selectman sometime during the day.

After a review of a written request to construct a garage no closer than 25' to the property line from Mr. and Mrs. Weber of Roby Road, the Board of Selectmen referred them to the Zoning Board of Adjustment to apply for a Special Exception.

The Board acknowledged the hosting, by Susan Olsen, of a Candidates' Night at the Webster Town Hall for the newly created Merri-mack 7 seat on August 30<sup>th</sup>.

The Board set Tuesday, September 4, 2012 to hold a Public Hearing for the acceptance of the Hazard Mitigation Plan at 6:00 PM. Mrs. Jones will contact Stephanie Alexander, from Central NH Regional Planning, for the information needed for the Public Hearing.

Selectman Johnson has submitted a nomination on-line for the "Municipal Volunteer of the Year Award" for Webster.

As the Agricultural Commission has not yet used the \$500 appropriated at the Town Meeting in March, Selectmen Johnson will e-mail Acting Chairman Martin Bender as a reminder.

The Board acknowledged that Unitil will be filing an abatement for 2011 with the BTLA. Notice was received from Orr & Reno that they will be representing Unitil in this matter.

There was lengthy discussion regarding the Town's assessing company as there have been several unfavorable anonymous letters received regarding the Cross Country Appraisal Group. Mrs. Jones had e-mailed a memo to the Board regarding her concerns relative to assessing. The Board discussed the need for any RFP's and requested copies of the previous RFP used in 2008 for their review. This will be discussed again at a later date.

Chairman Cummings opened discussion to the general public. Ellen Kontinos-Cilley thanked the Board for their service. There was a short discussion on the upcoming "State Election Law Training" to be held on several dates and at various locations from August 14<sup>th</sup> to August 30<sup>th</sup>. All three Board members plan to attend. Ms. Kontinos-Cilley advised that the Supervisors of the Checklist and other election officials will be meeting at the Town Hall at 5:30 pm on Wednesday night to discuss election procedures.

9:08 PM Selectman Fanjoy made a motion to go into non-public session with Chief Dupuis pursuant to RSA 91:A 3 II (a) to discuss personnel matters; seconded by Selectman Johnson. Roll call: Chairman Cummings – yes; Selectman Johnson – yes and Selectman – Fanjoy.

9:26 PM Chairman Cummings reconvened the meeting. He advised that the Board voted unanimously to seal the minutes.

Immediately following Selectman Fanjoy made a motion to adjourn; seconded by selectman Johnson and approved.

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**George C. Cummings, Chairman**  
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**Bruce G. Johnson**

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**Roy E. Fanjoy**

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G. C. Cummings

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B. G. Johnson

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R. E. Fanjoy